



Internal Audit Intern

COMPENSATION: **Unpaid**

DATES: ***Summer Session: May – August, 2013***

HOURS: **10 hours/week (minimum); 360 hours total (minimum)**

JOB SUMMARY:

The Internal Audit Intern is a qualified undergraduate or graduate student majoring in Accounting, Finance, Political Science, Public Administration, Law, or related field. The goal of the internship is to provide the student a meaningful internship experience in the functions and work of an internal audit office in a municipal setting.

The City Internal Auditor's Office assists with conducting audits of the city to determine whether: (1) indications of fraud, abuse or illegal acts are present, (2) management has established adequate internal controls to safeguard city assets, (3) city resources and public funds are utilized efficiently, and effectively, (4) financial and other reports are being provided that disclose all information that is required by law, (5) the desired result or benefits of city operations are being achieved.

The Internal Audit Intern performs a variety of administrative and operational duties to help the office reach these objectives, including research, risk analysis, performance analysis, financial analysis, and other day-to-day functions of the Internal Audit office.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Assist the City Internal Auditor in research, collection of data, communication with other City employees, analysis, and the use of various audit techniques to support the completion of scheduled audits.
2. Work towards obtaining the Certified Internal Auditor, Certified Fraud Examiner, or Certified Government Audit Professional designations.
3. Complete special projects and other duties as assigned.

JOB QUALIFICATIONS:

Required: Currently undergraduate or graduate student in the study of Accounting, Finance, Political Science, Public Administration, Law, or related field. Knowledge of research techniques, methods, and procedures. Proficiency in MS Word and MS Excel.

Preferred: Professional municipal government experience
Experience in working in an audit related field

TO APPLY:

Please email resume and cover letter to recruiting@cstx.gov and make sure to note **"Internal Audit Internship"** in the subject field.